

National Aeronautics and  
Space Administration



**Goddard Space Flight Center**  
Greenbelt, MD 20771

Reply to Attn of: 210.I

December 30, 2011

TO: All Offerors

SUBJECT: Request for Proposals (RFP), NNG11294404R, Goddard Logistics and  
Technical Information (GLTI), Amendment 5

Amendment 5 to the National Aeronautics and Space Administration (NASA) Goddard Space Flight Center's (GSFC) GODDARD LOGISTICS AND TECHNICAL INFORMATION – GLTI acquisition is hereby released. The Amendment revises Exhibit 19 of the Excel document titled, GLTI Exhibits Charts. Exhibit 19, issued under Amendment 3, consisted of two sheets labeled Overhead (Composition of Burden Pool) and G&A (Composition of Burden Pool). These two sheets are relabeled to read as follows:

Exhibit 19, Overhead (Composition of Burden Pool)  
Exhibit 20, G&A (Composition of Burden Pool)

The cost instructions for Exhibit 19 titled, OVERHEAD EXPENSE SCHEDULE, under Provision L.18 COST VOLUME, 2. Cost Proposal Format, is revised to delete the word "schedule" and to replace it with the word "exhibit." Cost instructions for Exhibit 20 are added to the GLTI Solicitation to read as follows:

G&A EXPENSE SCHEDULE

**Exhibit 20** shows the details of the expenses in the G&A pools by contractor fiscal year. The exhibit shows the actual expenses for the prior three years and projected expenses through the life of the contract. The schedule also shows the conversion of the G&A rate from the contractor fiscal year to Government fiscal year.

If more than one G&A pool is proposed, a separate Exhibit 20 shall be included for each pool. Include the rationale for multiple G&A pools. If the rates are negotiated forward pricing rates, furnish date of negotiation and with whom negotiated. If not negotiated, furnish explanation and basis of rates.

Amendment 5 also revises Provision L.17 MISSION SUITABILITY PROPOSAL INSTRUCTIONS, 3. Mission Suitability Instructions by Subfactor, SUBFACTOR A – MANAGEMENT APPROACH, to replace a paragraph that was inadvertently deleted in Amendment 3. The restored paragraph reads as follows:

The Offeror shall describe the authority of the on-site Program Manager and his/her control over essential resources/functions necessary to accomplish the work in addition to his/her authority to utilize and redirect subcontract resources.

Provision M.4 MISSION SUITABILITY FACTOR, 1. Mission Suitability Subfactors and Description of Each Subfactor, SUBFACTOR B – TECHNICAL APPROACH, is revised to delete the word “innovations” from Paragraph 3 and to replace “innovations” with “enhancements.”

Amendment 5 includes both a “clean copy” (untracked changes) of the conformed solicitation with Amendments 1, 2, 3, 4 and 5 changes incorporated, as well as a “tracked changes” version of the conformed solicitation (with Amendments 1 and 2 already incorporated), which tracks Amendments 3, 4 and 5 changes.

Attached to this letter are responses to questions related to the release of Amendment 4. If Offerors have additional questions related to the GLTI Solicitation and its amendments, those **questions** shall be submitted in writing to [Michelle.D.McIntyre@nasa.gov](mailto:Michelle.D.McIntyre@nasa.gov), not later than **1:30 p.m. Eastern Standard Time (EST) on January 3, 2012**.

The **proposal due date, January 17, 2012**, and the submission time of **1:30 p.m. EST** remains unchanged. Revised proposals received after this time will be treated as late in accordance with Federal Acquisition Regulation (FAR) 52.215-1 entitled, “Instructions to Offers-Competitive Acquisitions.” Your revised proposal must be signed by an official authorized to bind the company. It is requested that the proposal, as revised, has a validity period of **September 30, 2012**. However, a different validity period may be proposed by the Offeror.

Offerors are reminded that the “Blackout Notice” for this procurement is ongoing and that all communications pertaining to this procurement shall be directed **only** to the Contracting Officer listed below. Any comments/questions related to RFP NNG11294404R shall be directed in writing to the undersigned via email at: [Michelle.D.McIntyre@nasa.gov](mailto:Michelle.D.McIntyre@nasa.gov).



Michelle D. McIntyre  
Contracting Officer

**Responses to Amendment 4 Questions for the Goddard Logistics and Technical  
Information Solicitation, NNG11294404R**

**Question #1:**

Is it expected that some or all of the costs detailed in Amendment 0004, Exhibit 18 will be purchased by the successful offeror, who would then invoice those incurred costs to NASA for reimbursement, or are some or all of the nonproposed costs paid directly through NASA accounts without having to be recorded in the contractor's accounting system? Please clarify.

**Response to Question #1:** All of the nonproposed costs detailed in Amendment 4, Exhibit 18, are initially incurred by the contractor. The contractor will then invoice NASA for reimbursement of those costs.

**Question #2:**

When Exhibit 18 was released in Amendment 0003, it was actually labeled as Exhibit 19. When it was later re-issued under Amendment 0004, it was correctly labeled as Exhibit 18. However, the Amendment 0004 RFP references Exhibit 19 (Overhead Expense Schedule) in Section L at the top of page 123. It does not appear that Exhibit 19 as described in Amendment 0004 has been issued yet. Please provide a copy at your earliest opportunity.

**Response to Question #2:** The labeling of Exhibit 18 as Exhibit 19 in the description box of the NASA Acquisition Internet Service and Federal Business Opportunities was a typographical error in the release of Amendment 3. Exhibit 18 was updated in the release of Amendment 4 and the description box was correctly labeled Exhibit 18.

Exhibit 19, released in Amendment 3, was one of the documents in the Excel spreadsheet titled, "GLTI Exhibits Charts." Exhibit 19 consists of two sheets labeled Overhead (Composition of Burden Pool) and G&A (Composition of Burden Pool). As of Amendment 3, there were no updates revisions, or changes impacting Exhibit 19.

With the release of Amendment 5, Exhibit 19 is revised. The GLTI Exhibits Charts, Exhibit 19, sheet labeled Overhead (Composition of Burden Pool) will not change. The Exhibit 19 Cost Instructions in the Request for Proposal titled, OVERHEAD EXPENSE SCHEDULE, will not change. However the Exhibit 19 sheet labeled G&A (Composition of Burden Pool) is relabeled to read Exhibit 20, G&A (Composition of Burden Pool). Cost Instructions for Exhibit 20 titled, G&A EXPENSE SCHEDULE is provided in Amendment 5.